

Town of Tiverton, Rhode Island
Request for Proposals
Reprecincting Consulting Services

Sealed Proposals are being requested to provide **Reprecincting Consulting Services**, in accordance with all terms and specifications contained herein, to be received in the Town Clerk's Office, Town Hall, 343 Highland Rd, Tiverton, RI, until 2:00 PM on February 18, 2022, at which time they will be publicly opened and read aloud in the Council Chambers, Tiverton Town Hall.

Proposals must be submitted in sealed envelopes addressed to the Town Clerk, Town Hall, 343 Highland Rd, Tiverton, RI 02878, and must be plainly marked in the lower left-hand corner, **"Reprecincting Consulting Services"**.

It is the bidder's responsibility to see that the bid is delivered within the time and at the place prescribed. Bids received prior to the time of opening will be securely kept, unopened. Bids may be withdrawn upon written request (on the letterhead of the bidder and signed by the person signing the bid) which must be received prior to the time fixed for opening. Bids may be modified in the same manner. No bid or modification thereof received after the time set for opening will be considered, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to the delay in the mail for which the bidder is not responsible.

Any bidder taking exception to, or questioning any of the provisions, procedures, conditions or specifications herein stated should make such exceptions known to the undersigned, in writing, not less than five (5) days before the bid opening.

Any change or interpretation made as a result thereof will be published as an addendum. Should a bidder still not be satisfied, he may, in the bid, set out and stipulate the exception, with enough explanation to be understood by the Town and, within the stipulation, the INCREASE or DECREASE in the bid price because of the exception shall be stated. The Town may, at its discretion, accept or reject any or all exceptions.

Federal Excise Taxes and/or Rhode Island Use Taxes are not to be included in the bid. The Town will execute exemption certificates if furnished by the bidder when submitting his invoice.

The bidder will state the approximate delivery date in the bid, or the time required to make delivery after notification of award.

The right is reserved, as the interest of the Town may require, to reject any or all bid proposals, to waive any technical defect or informality in bids received, and to accept or reject any bid or portion thereof.

The Town of Tiverton reserves the right to reject any or all proposals or to accept any proposals deemed to be for the best interest of the Town.

All questions shall be emailed only to – Joan B. Chabot, Town Clerk at:

jchabot@tiverton.ri.gov

All questions will be answered by addendum and posted on www.bidnetdirect.com bidding site.

All bidders are responsible for ensuring that no addenda have been added to the original RFP package.

GENERAL CONDITIONS

1. The Town reserves the right to reject any and all proposals, to waive any informality, to request interviews of Service Providers prior to award and to select and negotiate the Service Provider services in the best interest of the Town.
2. The Service Provider shall guarantee to perform the services offered and the total price of the proposal for a period of not less than 90 days from the deadline for submission of proposals.
3. The Town reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Service Provider.
4. The Service Provider shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
5. All original documents and drawings shall become the property of the Town after completion of the Service Provider's work.
6. The Town of Tiverton intends to recommend award of a contract to the Town Council for the requested services within one (1) month of receipt of the proposals. The Service Provider shall be prepared to commence work immediately upon execution of a contract with the Town.
7. Awards will not be made to any person, firm or company in default of a contract with the Town, the State of Rhode Island or the Federal Government.
8. The Service Provider hereby agrees that it will assign to the Town of Tiverton all cause of action that it may acquire under the anti-trust laws of Rhode Island and the United States as the result of conspiracies, combination of contracts in restraint of trade which affect the price of goods or services obtained by the Town under this contract if so requested by the Town of Tiverton.
9. Unless otherwise stated, invoices are to be submitted (to Town Clerk's Office) upon delivery of service to the Town. The invoice must include an itemization of all services provided, and total amount(s) due.
10. Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the Town and receipt of invoice, whichever is later.

11. Town is exempt from all sales and Federal excise taxes. Our exemption number is 05-6000534. Please bill less these taxes.
12. None of the services covered by the contract shall be assigned in full or in part, or sub-contracted without the prior approval of the Town.
13. Unless otherwise specified all costs listed are firm for the term of the contract.
14. Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
15. If any of the GENERAL TERMS AND CONDITIONS is held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or unenforceability of a term or condition will not affect any of the other GENERAL TERMS AND CONDITIONS.
16. Each and every provision and clause required by law to be inserted in any subsequent Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion or correction.
17. Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, offerors, bidders, or any person or firm responding to a Request for Proposals.
18. All contracts entered into by the Town of Tiverton shall be governed by the Laws of the State of Rhode Island. Any disputes shall be resolved within the venue of the State of Rhode Island and Newport County.
19. The Service Provider selected for this project shall procure and maintain the following types of insurance:
 - Statutory Workers Compensation and Employer's Liability Insurance
 - Professional Services Liability Insurance for errors and omissions (\$1,000,000.00 minimum)
 - Liability and Property Damage Insurance (a) Bodily injury liability: \$500,000 each person, \$1,000,000 each occurrence; (b) Property damage liability: \$500,000 each occurrence, \$1,000,000 aggregate.

**Town of Tiverton
Request for Proposals (RFP)
Reprecincting Consulting Services**

Specifications

The Town of Tiverton, herein after referred to as “The Town”, located in the county of Newport, State of Rhode Island is seeking the services of an experienced and professional consulting firm to assist in the adjustment of the precinct lines of the Town. The current precincts are designated by numbers 3301 through 3309.

The provided scope of services will encompass a wide array of tasks and shall be comprehensive in nature, including all necessary research documentation, mapping and analysis which will include but not limited to:

1. Utilize the latest mapping technology and the existing Town boundaries to develop draft maps and walking descriptions for precinct boundaries based upon data from the 2020 US Census.
2. Work directly with the Canvassing Clerk and/or the Board of Canvassers in development of final maps and legal descriptions for reprecincting of the Town boundaries ensuring that the new boundaries meet all municipal, state, and federal legal and constitutional requirements and are compatible with the Central Voter Registration System (CVRS)
3. Realign existing precinct boundaries in compliance with Rhode Island General Law Title 17, Chapter 11, §17-11-1, utilizing software that will tally the number of voters in each precinct. The current minimum of 500 and maximum of substantially not more than 3,000 registered voters in each precinct, may be amended by the General Assembly to a higher maximum (3,500 or 4,000 registered voters) during the legislative process.
4. Prepare initial draft reports and/or maps to be reviewed by the Board of Canvassers and Canvassing Clerk.
5. Include attendance at a minimum of one public meeting to be held in the Town to present proposed reprecincting plans and receive comment.
6. Upon approval of a final plan by the Board of Canvassers, consultant shall provide final street file index listing new voting precinct, congressional, senatorial and representative district assignments for all address ranges in the Town’s registered voter files; to be submitted to the Department of State, Elections Division by the specified deadline (on or about April 15, 2022).

7. Provide a final map showing street level detail clearly depicting the features of all boundaries. Maps shall be of such a size capable of identifying physical features as boundaries.
8. Deliver a statistical analysis of the new precincts of the Town.

Proposal

1. Proposals shall include a minimum of four (4) references of similar work performed. References shall include the company name, telephone number, contact person, email address and number of years known to the customer.
2. Vendor shall be registered with the Secretary of State's office to do business in Rhode Island.
3. If any subcontractors are to be used in the performance of any work contracted for under this RFP, the name(s) of the contractor(s), license number, address, phone, email, and specific description of the subcontract work to be performed shall be included.
4. One (1) original and four (4) copies of the proposal shall be submitted. Pricing must include all costs as specified in this solicitation and indicated on the Proposal Sheet.

Evaluation Criteria

The initial review will determine if the proposal submitted is complete, and meets the requirements of the RFP. Proposals found to be technically or substantially non-responsive at any point in the evaluation process may be rejected and not considered further.

The evaluation process will include the following;

<u>Criteria</u>	<u>Weight</u>
1. Prior like experience and qualifications	40%
2. References	30%
3. Cost	30%

Once the evaluation process is completed, proposers may be called for further information or clarification of proposal.

Deadline

RFP Posted:	February 4, 2022
Question and Answer Deadline:	February 11, 2022
Closing Date of Request for Proposal:	February 18, 2022
Evaluation Deadline:	February 24, 2022
Award Deadline:	February 28, 2022 (or March 14, 2022)

RFP – Proposal Sheet

Date: _____

I/We _____ the undersigned do hereby propose to furnish the Town of Tiverton, Rhode Island with **Reprecincting Consulting Services**, in accordance with all terms and specifications contained herein.

\$_____ Lump Sum

NAME OF FIRM

SIGNATURE & TITLE

ADDRESS

TELEPHONE NUMBER

E-MAIL ADDRESS